

Contents & Covers: Print NCI Materials as You Need Them

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1. How can my organization print our own copies?

Your organization can print selected NCI Patient Education Materials from the Internet. ***Contents & Covers*** materials are 8.5x11 inches, the right size to print or photocopy on regular office paper. This size may be different from the publications you usually order.

2. How does *Contents & Covers* work?

Contents & Covers materials are available in two parts so you can easily print multiple copies.

Print both a Cover PDF and Contents PDF

The contents of each publication are available online in a PDF file, without the front and back cover. You can print or copy these documents in color or black-and-white.

The color front and back covers of each publication are available online in a separate PDF file. You can print or copy this color document, then bind your own copies.

Order covers from NCI in packs of 25 and print the Contents PDF

Alternatively, you can print your own contents and order color covers from NCI. The front and back covers of each publication are available to order free from NCI in packs of 25 (enough for 25 publications). These professionally

printed, color front and back covers allow you to produce more professional-looking materials than regular photocopying.

3. How can *Contents & Covers* help my organization?

Contents & Covers helps you print enough copies to meet the needs of the patients, friends, and families your organization serves. You can print NCI materials when you need them and meet demand without concern for ordering limits or shipping time. The professionally printed color covers add appeal to the photocopied contents.

4. How do I find *Contents & Covers* publications?

Visit the National Cancer Institute Publications Locator at <http://www.cancer.gov/publications> and look for *Contents & Covers* in the **Collections** section. Each publication may offer the following options: Order, Read as Web page, Print from PDF, and Order Covers.

Click the publication title for more information and to find links to the **Contents PDF** and **Cover PDF**.

5. How do I print the Contents PDF and Cover PDF?

Visit the National Cancer Institute Publications Locator at <http://www.cancer.gov/publications>. In the Collections section, click *Contents & Covers* to go to the search results page for all *Contents & Covers* publications. Then, click a publication title to go to the Details page of a publication.

The Details page includes links to the **Contents PDF** and **Cover PDF** when these formats are available. Click each link to open the files. Or, to save the files to your computer, right-click each link and choose the "Save Target As..." option. Remember to visit the Web site to get the most recent versions of the PDF files next time you print.

To get the contents of a different publication:

Use your browser's "back" button to return to your search results, or click Home (the NCI Publications Locator logo) to start a new search.

6. How do I order free color covers and print the contents?

You can print your own color covers or order free color covers from NCI.

Ordering online:

To order free color covers in packs of 25, visit the National Cancer Institute Publications Locator at <http://www.cancer.gov/publications>. From your search results or from the Details page of a publication, choose the **Order Covers** option.

Click **Add to Cart** to add the covers to your order. Each item is one pack of 25 front and back covers (enough for 25 copies). You can update the quantity in your cart at any time before you place your order.

Print the contents from the link that is included throughout the checkout process when you add covers to your order. The link also appears as a reminder on your order confirmation page. Click the link to open the Contents PDF file. Or, to save the file to your computer, right-click the link and choose the "Save Target As..." option. Remember to visit the Web site to get the most recent version of the PDF next time you print.

To find the contents later:

To reprint the Contents PDF at a later time, visit the National Cancer Institute Publications Locator at <http://www.cancer.gov/publications> and follow the directions in question 5.

To order the covers of a different publication:

Use your browser's "back" button to return to your search results, or click Home (the NCI Publications Locator logo) to start a new search.

7. Are there order limits for *Contents & Covers*?

Your organization can print unlimited publications by downloading the contents and cover files and binding your own copies.

We may limit the number of packs of covers you can order per title. You may order as many packs of covers (25 covers per pack) as you need up to this limit for each *Contents & Covers* title.

8. How do I bind the copies?

Suggested methods of binding copies:

- Punch holes and place copies in a 3-ring binder
- Staple the copies
- Insert coil binders (also known as GBC binding)
- Have an outside printer professionally bind copies

9. Can I copy and distribute NCI materials without ordering NCI covers?

Yes. You can print both the contents and the covers of these publications, then bind your own copies. Visit the National Cancer Institute Publications Locator at <http://www.cancer.gov/publications>. In the Collections section, click *Contents & Covers* to go to the search results page for all *Contents & Covers* publications. Then, click a publication title to go to the Details page of a publication. For more information, see question 5.

10. Are there other ways my organization can get more NCI publications?

Yes. *Contents & Covers* is one way to meet your organization's need for NCI materials.

Ride-On Printing:

NCI allows your organization to purchase additional materials through a program called "Ride-On Printing." For more information, please refer to the Ride-On Printing fact sheet at:

<http://ncipoet.cancer.gov/RideOnPrinting/RideOnPrintingFactSheet.pdf> on the Internet. If you want to have your own copies professionally printed and the title is not available through Ride-On, e-mail ncipoetinfo@mail.nih.gov to request print files.

Online:

Visit the National Cancer Institute Publications Locator at <http://www.cancer.gov/publications>. *Contents & Covers* publications usually have several options, including Order, Read as Web page, Print from PDF, and Order Covers.

- To save or print a publication, choose **Print from PDF**.

- Some publications are not available as PDF. To print these publications, choose **Read as Web page**, and look for the “Page Options” box for printing options including “Print This Page” or “Print This Document.”
- To order a publication, choose **Order**. Review your order to ensure you have the complete publication or the covers only – whichever meets your need. The covers include the word Cover in the title. You can add or remove items any time before you submit your order.

Ordering by phone – contact the Publications Ordering Service:

Call 1-800-4-CANCER (1-800-422-6237) and choose the option to order publications. Please call Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern time (within the U.S. and its territories).

Be sure to tell us whether you want to order the covers or the complete publication.

11. Can I still order bulk materials from the NCI?

Yes. Your ability to order from the NCI warehouse does not change when you use the *Contents & Covers* option.

NCI requests that health professionals and organizations place bulk orders for individual titles no more than once a month. For more information about ordering publications, see National Cancer Institute Fact Sheet 1.20, Ordering National Cancer Institute Publications: Questions and Answers, at <http://www.cancer.gov/cancertopics/factsheet/NCI/order-publications>.

12. How can I learn more?

To ask questions or offer suggestions about the *Contents & Covers* option for printing your own NCI materials, e-mail ncipoetinfo@mail.nih.gov and include your name and contact information in your message.

13. Resources in this fact sheet

NCI Publications Locator

<http://www.cancer.gov/publications>

Order color covers by phone

1-800-4-CANCER (1-800-422-6237), Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern time. Choose the option to order publications.

Ride-On Printing Fact Sheet

<http://ncipoet.cancer.gov/RideOnPrinting/RideOnPrintingFactSheet.pdf>

National Cancer Institute Fact Sheet 1.20, Ordering National Cancer Institute Publications: Questions and Answers

<http://www.cancer.gov/cancertopics/factsheet/NCI/order-publications>

Ask questions or offer suggestions about printing your own NCI materials

E-mail ncipoetinfo@mail.nih.gov and include your contact information in your message.